

COMMISSION ON LOCAL GOVERNMENT

How to Receive, Complete, and Return Fiscal Impact Estimate Forms

1. Select the Appropriate Form:

The Code of Virginia requires the Commission on Local Government (CLG) to determine whether bills referred for local fiscal impact analysis impose on localities either “net increases in expenditures” or “net reductions in revenue.” The statutes list the factors to be included in the analysis (§§30-19.03 - 19.03:1.1).

To facilitate the process, the CLG has developed two separate Local Fiscal Impact Estimate forms corresponding to the two required analytical approaches. Note, however, that some bills have the potential to impose BOTH revenue reductions and increases in expenditures on localities. When analyzing bills with both kinds of impacts, please complete a revenue estimate form and an expenditure estimate form for each one.

2. To Receive the Forms:

You can receive the forms as Word documents to complete and submit on-line, or you can download them as pdf files and fill them out by hand or on a typewriter:

- Expenditures. Click here for the expenditure estimate form in either format:
- Revenues. Click here for the revenue estimate form in either format:

3. To Complete and Return the Forms:

● To see the text of a bill. To view a particular bill, click here. From the **bill list** shown, choose the bill of interest. A **summary** page will be displayed for that bill. Click the link at “Full text” to view the complete text of the bill as introduced. If, in the **bill list**, the link to the bill of interest displays “amended,” then you can view amendments by clicking the link at “Amendments” on the **summary** page. Amendments generally refer to specific lines of a bill’s text. To view a lined version of the bill, download the bill in pdf format by clicking “pdf” in the upper right-hand corner of the full-text version of the bill.

● To Submit Your Estimate by E-mail. If you complete the form electronically, save your work either in Word or as a pdf file. You may include other materials as attachments in either format, as well. Then return your estimate and supporting materials to the CLG as e-mail attachments. The address is: bill.ernst@dncd.virginia.gov.

● To Submit Your Estimate by Fax. If you download the form in pdf format and complete it by hand or on a typewriter, you may submit it along with any supporting documents to the CLG by fax. If you fill the form out by hand, please be sure to write legibly. The fax number is 804/371-7090.

● For guidance on the substance of your analyses, click here: “What Makes a Good Estimate of Local Fiscal Impact?”

4. Questions or Problems ?

- Contact Bill Ernst by phone at 804/786-6508 or by e-mail at tbill.ernst@dncd.virginia.gov.